



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR REAL PROPERTY AGENT

Class No. 005570

■ CLASSIFICATION PURPOSE

To perform specialized real property functions or supervise subordinate staff in a section engaged in property appraisal, acquisition, management, and disposal functions; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the lead/supervisory level in the Real Property Agent class series. Under general direction, a Senior Real Property Agent performs a specialized real property function. This class is distinguished from the next higher level, Supervising Real Property Agent, in that the latter class supervises a section whereas a Senior Real Property Agent is responsible for only one specialized function. The Senior Real Property Agent is also distinguished from the next lower-level, Associate Real Property Agent, in that the latter is the journey-level class.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Performs specialized real property work, including the various phases of appraisal, acquisition, relocation assistance, and property management.
2. Directs, and trains Assistant, and Associate Real Property Agents.
3. Prepares appraisals of properties to be acquired for public purposes.
4. Directs negotiations for the sale and/or lease of County property with property owners. Also procures and negotiates development agreements at a more elementary level.
5. Manages and leases rental property acquired by the County.
6. Prepares data for condemnation action.
7. Testifies in court when necessary.
8. Confers and corresponds with representatives of the County Counsel's Office and other departments to resolve questions of legality, procedures, and value related to the acquisition, management, and disposition of property and improvements.
9. Oversees the preparation and maintenance of files on property valuation data, rental and lease agreements, and various project status reports.
10. Researches and develops enhanced revenue potential and opportunities from County-owned properties or facilities.
11. Negotiates, implements, and administers contracts for revenue-generating services.
12. Develops, negotiates, and manages leases on County-owned property.
13. Assists in preparing and administering budgets for revenue-generating activities.
14. Represents the department, or County on committees and task forces on revenue-generating activities.
15. May act in the absence of a Supervising Real Property Agent when needed.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of real property acquisition and appraisal for public purpose.
- Principles and methods of managing real property, such as utilizing surplus property, negotiating leases and rents, or the development of concessions.
- Laws and practices governing contracts, land title, and leases.
- Legal instruments involved in real estate transactions, such as deeds, escrow papers, and title reports.
- California Eminent Domain Law and related Federal and State policy and procedures.
- Principles of Real Property Law, relocation assistance, and laws governing condemnation proceedings
- Effects on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Rental and lease agreements and procedures for proper negotiations and completion of such agreements.
- Techniques of projecting economic trends and estimating their impact on real property values.
- Training principles and methods.
- County customer service objectives and strategies.

Skills and Abilities to:

- Perform specialized real property functions including valuation, acquisition, property management, or relocation assistance.
- Conduct real property and right-of-way negotiations with owners or their agents.
- Perform appraisals of land and improvements, including the appraisal of severance and consequential damage.
- Supervise, direct and train subordinate Real Property Agents.
- Collect data, establish facts, and draw valid conclusions in a logical manner.
- Interpret an extensive variety of technical material and deal with several abstract and concrete variables.
- Read and understand legal and technical material, including contracts, leases, financial statements, real property title reports, and deeds.
- Communicate effectively in oral and written form.
- Establish effective working relationships with County staff and representatives from outside agencies.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Skills and Abilities to (Revenue Development Option):

- Research and develop enhanced revenue potential and opportunities from properties.
- Negotiate, implement, and administer contracts for revenue-generating services.
- Assist in preparing and administering budgets for revenue-generating activities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in real estate, business, economics, urban planning, or a closely related field, AND

1. Four (4) years of progressively responsible experience in at least two of the following areas: real estate appraisal; acquisition; right-of-way; condemnation; property management; or commercial leasing, OR
2. Two (2) years of experience as an Associate Real Property Agent with the County of San Diego.

Note: Additional experience in at least two of the following areas: real estate appraisal; acquisition; right-of-way, condemnation, property management, or commercial leasing may be substituted for educational requirement on a year-for-year basis. Previous real property experience in a California governmental or public agency is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents in this class travel throughout the County on a frequent basis.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: March 20, 1964
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Revised: May 23, 2006